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21 APR 1966

MEMORANDUM FOR THE DIRECTOR

As a result of your recent expression of concern about the lack of distribution listings on some cables which come to your attention, an Agency working group under Jack Coffey was requested to look into the details of our procedures for disseminating cables within the Agency.

The working group has completed its study, has put the finger on several problem areas, and has come up with some new procedures which will solve them. The new procedures will take effect on 25 April and should solve the problem you cited.

You receive cables and other such current raw materials from three sources. The primary one is the Cable Secretariat, an office which is directly subordinate to the O/DCI and which is responsible, by regulation, for the appropriate dissemination of State Department, Defense Department, and CIA cables within the Agency. You also receive some cables, selected press ticker items, and SIGINT reports from the Operations Center which is organizationally subordinate to the DD/I. You also receive selected cables from the Office of Special Activities in the DD/S&T. These pertain to overhead reconnaissance matters and are handled separately because of the highly sensitive security classifications surrounding this category.

The Cable Secretariat is responsible for Agency dissemination and all cables which come to you from there show the internal Agency distribution. The problem which caused you concern arose from the Secretariat's practice of passing advance copies of significant cables, minus the distribution listing, to the Operations Center to ensure that OCI and our alert system receive significant information as quickly as possible. On

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occasion, the Operations Center sends copies of these cables to your office (and to a few others). They do not show the internal Agency distribution listings; the Operations Center is not responsible for Agency-wide distribution.

The basic solution to all of this is to ensure closer contact and liaison between the Operations Center and the Cable Secretariat. The Operations Center will inform the Secretariat of those cables which, in the Operations Center's view, the DCI should receive. The Secretariat will then make its selections available to the DCI and the selections will show the distribution. This arrangement will not only eliminate needless duplication but will also cut back on duplicate reproduction of cables as has been practiced by the Cable Secretariat and the Operations Center. None of this will affect timely forwarding of significant cables to you.

In some cases, the Operations Center will continue to select and send urgent cables to the DCI and a few other senior officials. When this is done, the list of those officials will show on the DCI's copy but you should know that any such item will of course be disseminated to other subordinate elements in the Agency by the Cable Secretariat.

Your inquiry has clearly resulted in the development of much better procedures.

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L. K. White

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15 APR 1966

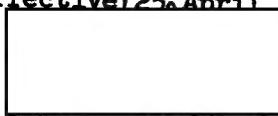
MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Review of CIA Message Procedures

1. This memorandum is for information only.
2. The Study Group organized per your memorandum of 2 March 1966 was reconvened for the purpose of establishing procedures which would insure that copies of messages distributed in CIA would show Agency distribution.
3. One important problem which was surfaced is the split responsibility for selecting messages for the DCI and other key officials in the Agency. The Cable Secretariat selects messages based on his responsibility as defined in Headquarters Regulation 1-2. The Senior Duty Officer, Operations Center, reviews all the Special Intelligence messages plus the advance copy of regular messages sent them by the Cable Secretariat and selects, reproduces and distributes selected messages to many elements of CIA. These copies do not show distribution.
4. Attached are procedures adopted by the Study Group to correct the several problems encountered. These procedures will accomplish the following:
 - a. Insure that copies of Agency and non-Agency messages selected for the DCI and other key officials will show internal Agency distribution.
 - b. Eliminate duplicate distribution of the same message.
 - c. Eliminate duplicate reproduction processes by the Cable Secretariat and the Operations Center.

d. Insure that the Operations Center and the Cable Secretariat have knowledge of the criteria used by each other for selecting messages for the DCI and other key officials.

5. These new procedures will be effective 25 April 1966.



JOHN W. COFFEE
Director of Communications

Attachment

Distribution Procedures

Distribution:

Orig. & 1 - Addressee

1 - DD/P

1 - DD/I

2 - DD/S

1 - DD/S&T

1 - Cable Secretariat

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TRANSMITTAL SLIP		DATE
TO: DCI		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

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